

Monday, September 8,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 8, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn and Mr. Jeffrey S. Markley, and Fiscal Officer Mrs. Cherianne H. Measures. Mrs. Benza presided and called the meeting to order at 5:30 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss the employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Horn, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their regular meeting at 5:31 P.M. in order to go into executive session. Mrs. Tammy Most was included in the session until 5:45 P.M.

Fire Chief Brian Phan and Assistant Chief Wayne Burge joined the executive session from 5:45 until 6:00 P.M.

The Fire Department officers Assistant Chief Lovell, Assistant Chief Burge, Captain Calo, Capt. Measures, Lt. Crissman, Lt. Dobies and Lt. Gelardi joined the executive session from 6:00 until 6:30 P.M.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their regular meeting at 6:50 P.M.

Fire Department Consultant

Mrs. Benza explained the reason for bringing in a consultant. Mr. Markley continued by adding that a consultant is brought in when changes need to be made. Mr. Horn expressed his opinion regarding the benefit of bringing in trained fire professionals from Ohio to evaluate our department.

Discussions continued regarding the need to bring in an outside consulting firm versus the ability of our own officers to identify solutions to the issues within the operations and staffing of the department. Key components that need to be addressed include the number of hours available, staffing with only part-time or a combination of part-time and full-time, and streamlining the hiring process.

The officers were then excused.

MINUTES

Mr. Markley made a motion to approve the minutes from the trustees' August 11, 2014 regular meeting; August 20, 2014 special meeting, and August 25, 2014 regular meeting as submitted.

Mrs. Benza seconded the motion that passed unanimously.

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DEPARTMENTAL REPORTSFISCAL REPORT

Mrs. Measures presented the monthly financial report for the month of August, 2014.

Note: The financial reports are attached to, and become a permanent part of, these minutes.

SERVICE DEPARTMENT

Mr. Jim Stanek, Service Director, presented the monthly report for the Service Department for the month of August, 2014.

The township was able to participate in a summer salt contract and as a result, we have approximately 4,000 tons of salt stored for the upcoming winter season.

The Snyder Road project needs berming and striping and should be completed this week. The Stafford Road project is underway.

The county is nearly finished with Pettibone Road and will be resurfacing Bainbridge Road starting next week.

KENSTON COMMUNITY EDUCATION

Mrs. Jane Edwards presented the monthly report for Kenston Community Education for the month of August, 2014.

The annual financial reports for fiscal year 2013-2014 should be ready very soon. Mrs. Holtzheimer had tentative numbers at the last KCE meeting.

PUBLIC COMMENTS

Mr. Skip Claypool, candidate for Geauga County Commissioner, has an exploratory mission to hear anything our township needs. The board responded by expressing their appreciation and very high satisfaction with our County Engineer.

Mr. Markley commented on GMHA and the Geauga Growth Partnership.

FIRE DEPARTMENT – OLD BUSINESSFire Department Consultant

Mrs. Benza expressed her concerns about the cost of a consultant coming out of the general fund. Mr. Markley is concerned that a re-organization would not happen without a consultant keeping it on track as well as getting an unbiased opinion. Mr. Horn feels the cost of a consultant would be money well spent, and should be done in conjunction with the officers. The officers expressed the need for a project manager, or point person. Mrs. Benza asked Chief Phan to identify an internal point of contact prior to the next meeting.

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FIRE DEPARTMENT – NEW BUSINESS

Professional Training Request

Mr. Horn made a motion to approve the professional training request for Firefighter James Riley to attend Parma General Paramedic Program from September 4, 2014 through August, 2015 to obtain a higher level of emergency medical technician certification at a cost of \$4,130.00 with a signed Tuition Assistance Agreement in place, per the recommendation of the Fire Chief.

Mr. Markley seconded the motion that passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Employment of a Public Employee

Mr. Horn made a motion to approve the retire/rehire of Lieutenant Robert Weir from the Bainbridge Township Police Department as of October 31, 2014 without a lapse in service, per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

Compensation of a Public Employee

Mr. Horn made a motion to adjust the annual salary for the position of Police Department Captain to \$88,245.00, per the recommendation of the Police Chief.

Mrs. Benza seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESS

Compensation of Public Employee

The trustees were in general agreement to refine the terms of prior service for Mr. Russell Simms to two (2) years and revisit the probation waiver for vacation after a 90-day evaluation.

Compensation of Public Employee

Mr. Markley made a motion to adjust the hourly pay rate of Mr. Alan Dekome, Service Worker, to \$20.40 per hour per the previous agreement, effective August 11, 2014, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Facility Usage for Scouts

The trustees were in general agreement to adopt the guidelines for service project selection for civic organizations as presented by the Property Superintendent.

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SERVICE DEPARTMENT – NEW BUSINESS

Service Garage Parking Lot Bid Results

Mrs. Benza noted that the necessary legal advertisement for furnishing the township with sealed bids for the Service Department Parking Lot Grading, Drainage, and Pavement Improvement project had been duly published in the News Herald on August 15, 2014 and August 22, 2014. The sealed bids which had been received within the specified time frame were opened in public on August 29, 2014 and the results are listed below.

- | | |
|---|--|
| 1. Chagrin Valley Paving
17290 Munn Road
Chagrin Falls, OH 44023 | Bid Bond Enclosed

Total Bid: \$325,672.25 |
| 2. Ronyak Paving, Inc.
14376 N. Cheshire Street
Burton, OH 44021 | Bid Bond Enclosed

Total Bid: \$296,024.00 |
| 3. Ohio Paving & Construction Co.
38220 Willoughby Parkway
Willoughby, OH 44094 | Bid Bond Enclosed

Total Bid: \$318,541.25 |
| 4. North Coast Paving Company
2417 Woodhill Road
Cleveland, OH 44101 | Bid Bond Enclosed

Total Bid: \$355,243.00 |
| 5. Burton Scot Contractors
11330 Kinsman Road
Newbury, OH 44065 | Bid Bond Enclosed

Total Bid: \$332,720.00 |
| 6. Infinity Paving Company
2248 Lost Nation Road, Unit A
Willoughby, OH 44094 | Bid Bond Enclosed

Total Bid: \$367,440.50 |

Mr. Markley made a motion to accept the bid of Ronyak Paving Company for the Service Department Parking Lot Grading, Drainage, and Pavement Improvement project for a total of \$296,024.00, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

Fire System Upgrade at Road Garage

Mr. Markley made a motion to approve the fire system upgrade at the Road Garage by YPS Integrated Systems at a cost of \$2,102.00, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

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Tree Planting at Restland Cemetery

Discussions were held with the trustees, cemetery board members, and the Service Director regarding the planting of trees at Restland Cemetery. Specifically a request to replace a tree at the Koenig graves in Section 12 along the road, dated August 23, 2014. At the July 2, 2014 meeting of the Cemetery Board, a motion passed that no further trees be planted in Restland Cemetery.

Mrs. Benza made a motion to allow the planting of a Maple tree at the said grave, per the request of Diane Hoffman.

Mr. Horn seconded the motion. Vote followed: Mrs. Benza, nay; Mr. Horn, aye; Mr. Markley, nay.

Motion denied.

Cemetery Deed

The trustees signed a cemetery deed record, for Section 7, Lot 43, and Grave 1. Joan Demirjian and David Pfouts attested to their signatures.

TOWN HALL – OLD BUSINESSLand Bank

Mrs. Benza asked Mr. Horn if he recalled the vision of the trustees when the land bank was formed. Mr. Horn replied that it was to improve the appearance and property values within the neighborhood by removing blighted structures and creating buildable lots for a reasonable cost.

The spreadsheets were reviewed and the parcels identified by when they entered the land bank and when that exemption expires.

Depository Agreement

Mrs. Benza visited the local branch to discuss our concerns with their customer service. The branch manager contacted a representative at the corporate level. All individuals that Mrs. Benza spoke with were very responsive and there is no longer a need to send a letter.

Mrs. Measures will pull dates of when she has tried to contact Chase customer service personnel and provide that information to Mrs. Benza. The board directed Mrs. Measures to take the needed steps to implement the revised township credit card policy. This policy was suggested by Mrs. Measures approved by the board in April, 2014. The board strongly urged Mrs. Measures to take this action by the next trustee meeting.

ZONING DEPARTMENT – OLD BUSINESSZoning Resolution Update

The modules are still being reviewed by the Zoning Department, the Zoning Commission and the Board of Zoning Appeals.

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FISCAL OFFICE – NEW BUSINESS

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list as amended by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Parma General Hospital – Paramedic Training for J. Riley – \$4,130.00 (Fire)
2. Ronyak Paving, Inc. – Service Garage Parking Lot – \$296,024.00 (Roads)

Invoice Approval

Mr. Markley made a motion to approve the invoice list as amended by the Fiscal Officer

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Invoice Approval Requests

1. Littler Mendelson – Legal Services for General Labor – \$1,716.00 (General)
2. YPS Integrated Systems – Fire System Upgrade at Service Garage – \$2,102.00 (Roads)

LATE ADDITIONS

Liquor Permit

The trustees acknowledged receipt of a Notice of Legislative Authority from the Ohio Department of Liquor Control regarding an application for a Class D5I permit from:

Angel Campos LLC
DBA Coyotes Mexican Grill & Cantina
8535 Tanglewood Square Unit T 7A
Bainbridge Township
Chagrin Falls, OH 44023

The trustees had no objection to this application based on the recommendation of Police Chief Bokovitz.

Purchase Order Request (Roads)

Mr. Markley made a motion to approve the purchase order request for Egrik Electric in the amount of \$1,600.00 to repair underground wiring for the cold storage building, per the recommendation of the Service Director.

Mrs. Benza seconded the motion that passed unanimously.

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Township Human Resources Administrator

Mr. Markley made a motion to approve the job description and create the position of Township Human Resources Administrator.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Markley made a motion to appoint Mrs. Tammy Most to the position of Township Human Resources Administrator at an annual salary of \$45,000.00 effective September 20, 2014. This salary is inclusive of Mrs. Most's township HR Administrator duties and her duties as Fiscal Office bookkeeper.

Mr. Horn seconded the motion that passed unanimously.

The trustees were in general agreement to proceed with calculating a bonus for Mrs. Most from July 1, 2014 until the end of the current pay period.

PUBLIC COMMENT

Mr. Ted Seliga asked about the purpose of the Fire Department Consultant. Mrs. Benza replied that the operations and staffing of the department need to be reviewed since the Fire Company terminated their contract last year.

CHECKS DATED AUGUST 26, 2014 THROUGH SEPTEMBER 8, 2014

The trustees examined and signed electronic payments for the month of August and checks dated August 26, 2014 through September 8, 2014 consisting of warrants 21937 through 22007 in the amount of \$578,618.90, including payroll from July 25, 2014 through August 8, 2014 in the amount of \$137,648.51, and August 9, 2014 through August 22, 2014 in the amount of \$139,635.35.

NOTE: A register of said checks is attached to, and becomes a permanent part of these minutes.

CORRESPONDENCE

Bainbridge Township Cemetery Board Minutes from July 2, 2014 Meeting

Geauga County Planning Commission Meeting Agenda for September 9, 2014

Fair Housing Seminar Invitation

Bainbridge Township Zoning Commission Minutes from August 12, 2014 Meeting

Geauga County Board of Elections Ballot Language for Proposed Tax Levy

Geauga County Auditor Change in Property Valuation for parcels 02-717200, 02-717300, and 02-729358

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Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:16 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____